

## **Historic, Archive Document**

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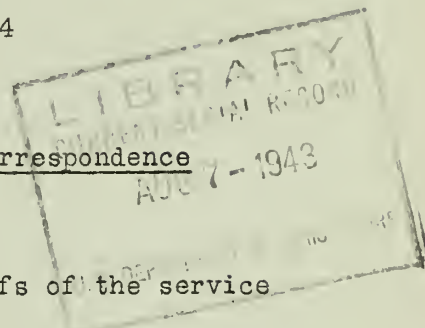
WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

July 5, 1943

DIRECTOR'S MEMORANDUM NO. 34

Supplement 1

Instructions Regarding the Signing of Correspondence  
Memoranda or Documents



Effective immediately, branch chiefs and chiefs of the service divisions are authorized to sign, over their own titles, inter-departmental or inter-agency correspondence with organizational units on a comparable level when such correspondence concerns routine operations and does not involve either policy determination or policy interpretation.

All correspondence which might be construed as establishing or interpreting the policy of Food Distribution Administration shall be prepared in accordance with instructions contained in Director's (Administrator's) Memorandum No. 34, dated May 27, 1942, and supplements thereto.

*Roy F. Hendrickson*  
Director

INDEX ENTRIES:  
Administration, General  
Correspondence, Signing of

F-766



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Cap. 2

UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington 25, D. C.

October 28, 1943

DIRECTOR'S MEMORANDUM NO. 34

Supplement 2

Instructions Regarding the Signing of Correspondence,  
Memoranda, and Other Documents

Hereafter, the following persons will sign or initial, as the case may be, under their names and titles, the correspondence, memoranda, or documents listed below:

Chief, Grain Products Branch (or his authorized representative)

United States Grain Standards Act, 7 U.S.C. 1940 ed. 71:  
License to inspect and grade grain.

Federal Seed Act, 7 U.S.C. 1940 ed. 1551: License card to  
State officials to draw samples, secure information, etc.

Chief, Fruit and Vegetable Branch (or his authorized representative)

Perishable Agricultural Commodities Act, 7 U.S.C. 1940 ed. 499:  
Initialing findings of Secretary in cases based upon complaints  
entered by shippers and other interested parties; license for  
commission merchants, dealers, and brokers.

United States Standard Container Act, 15 U.S.C. 1940 ed. 251:  
Certificate authorizing the manufacture of baskets according to  
specifications indicated therein.

Chief, Livestock and Meats Branch (or his authorized representative)

Packers & Stockyards Act of 1921, 7 U.S.C. 1940 ed. 181: License  
to engage in the business of marketing live poultry; letter trans-  
mitting license; certificate of registration of livestock market  
agencies and dealers; and letter transmitting certificate of  
registration.

Wool Standards Act - Official standards of the United States  
for grades of wool, 7 U.S.C. 1940 ed. 415.

Chief, Transportation and Warehousing Branch (or his authorized representative)

United States Warehouse Act, 7 U.S.C. 1940 ed. 241: Letters and telegrams cancelling or suspending warehouseman's or inspector's, weigher's, and sampler's licenses, in cases not involving disciplinary action; license of warehouseman; license of inspector, weigher, and sampler; approval of increase in amount of bond; agreement to extend bond; agreement to increase and extend bond; consent to an increased capacity of warehouse; warehouseman's bond--3 forms; letter to licensee advising of receipt and acceptance of bond; and approval of action licensing warehouseman.

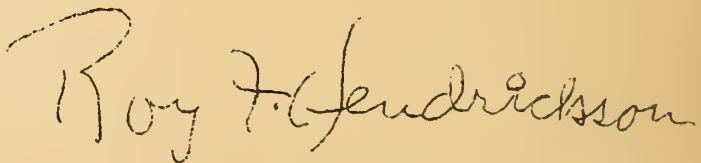
Chief, Cotton and Fiber Branch (or his authorized representative)

United States Cotton Standards Act, 7 U.S.C. 1940 ed. 51: License to classify cotton; card license to classify cotton; license to analyze samples of cottonseed and to certificate the grade; letter advising of suspension of license upon request; letter terminating suspension of license; license to draw samples of cottonseed and to prepare official samples; acceptance of cottonseed sampler's bond.

Chiefs of all Commodity Branches (or their authorized representatives)

Farm Products Inspection Act, 7 U.S.C. 1940 ed. 414: The Chief of each Commodity Branch will sign or initial, as the case may be, correspondence, memoranda, or documents with respect to license cards of inspectors for the various commodities coming under the jurisdiction of his branch.

This memorandum supersedes Director's (Administrator's) Memorandum No. 34, Supp. B, July 1, 1942.



Director

INDEX ENTRIES:

Administration, General: Correspondence, signing of  
Correspondence, signing of (see also Administration)



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exp. 1

WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington 25, D. C.

June 2, 1944

DIRECTOR'S MEMORANDUM NO. 34

Supplement 2

Revision 1

Instructions Regarding the Signing of Licenses,  
Correspondence, Memoranda and Other Documents

Hereafter, the following persons will sign, countersign or initial, as the case may be, under their names and titles, the correspondence, memoranda, or documents listed below:

Chief, Grain Products Branch (or his authorized representative)

United States Grain Standards Act, 7 U.S.C. 1940 ed. 71: License to inspect and grade grain; orders suspending licenses, terminating suspending of license, and cancelling license upon request of licensee, and in all other cases not involving disciplinary action.

Federal Seed Act, 7 U.S.C. 1940 ed. 1551: License card to State officials to draw samples, secure information, etc.

Chief, Fruit and Vegetable Branch (or his authorized representative)

Perishable Agricultural Commodities Act, 7 U.S.C. 1940 ed. 499: Initialing findings of Secretary in cases based upon complaints entered by shippers and other interested parties; license for commission merchants, dealers, and brokers.

United States Standard Container Act, 15 U.S.C. 1940 ed. 251: Certificate authorizing the manufacture of baskets according to specifications indicated therein.

Chief, Livestock and Meats Branch (or his authorized representative)

Packers & Stockyards Act of 1921, 7 U.S.C. 1940 ed. 181: License to engage in the business of marketing live poultry; letter transmitting license; certificate of registration of livestock market agencies and dealers; and letter transmitting certificate of registration.

Wool Standards Act - Official standards of the United States for grades of wool, 7 U.S.C. 1940 ed. 415.

Chief, Marketing Facilities Branch (or his authorized representative)

United States Warehouse Act, 7 U.S.C. 1940 ed. 241: Letters and telegrams cancelling or suspending warehouseman's or inspector's, weigher's, and sampler's licenses, in cases not involving disciplinary action; license of warehouseman license of inspector, weigher, and sampler; approval of increase in amount of bond; agreement to extend bond; agreement to increase and extend bond; consent to an increased capacity of warehouse; warehouseman's bond--three forms; letter to licensee advising of receipt and acceptance of bond; and approval of action licensing warehouseman.

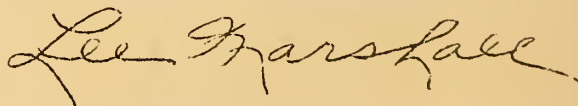
Chief, Cotton and Fiber Branch (or his authorized representative)

United States Cotton Standards Act, 7 U.S.C. 1940 ed. 51, and other legislation; license card to classify cotton, and license to sample cotton; license to analyze samples of cottonseed and to certificate the grade; letter advising of suspension of license upon request; letter terminating suspension of license; license to draw samples of cottonseed and to prepare official samples; acceptance of cottonseed sampler's bond.

Chiefs of all Commodity Branches (or their authorized representatives)

Farm Products Inspection Act, 7 U.S.C. 1940 ed. 414: Federal authorization cards and licenses of inspectors, and related correspondence, memoranda and documents, for the various commodities coming under the jurisdiction of the Branch.

This memorandum supersedes Director's (Administrator's ) Memorandum No. 34, Supplement B, July 1, 1942, and Director's Memorandum No. 34, Supplement 2, of October 28, 1943.



Director

INDEX ENTRY:

Administration, General  
Correspondence, signing of